

Access to Visitation Grant Program
Applicants' Workshop Questions and Answers for RFP CFCC—Fiscal Year 2002-2003:
April 11, 2002 (Superior Court of Los Angeles County
April 15, 2002 (SF AOC)

Superior Court and Organizations Participating

Superior Court of Alameda County, Family Court Services
Superior Court of Butte County
Superior Court of Fresno County
Superior Court of Inyo County
Superior Court of Los Angeles County
Mendocino County Family & Youth Services
Superior Court of Napa County, Family Court Services
Superior Court of Orange County
Peace for Families, Placer Women's Center (Placer County)
Superior Court of Riverside County
Superior Court of Sacramento County
San Diego Kids' Turn
Safe Exchange
Superior Court of San Bernardino County
San Francisco Unified Court
Superior Court of Santa Barbara County
Superior Court of Santa Clara County, Family Court Services
Superior Court of Ventura County
Superior Court of Yolo County
Superior Court of Yuba County
YWCA of San Bernardino County
Superior Court of Tuolumne County
Superior Court of Contra Costa County
Superior Court of Amador County
Superior Court of Calaveras County
Rally Family Visitation Services (San Francisco County)

QUESTIONS AND ANSWERS from APPLICANTS' WORKSHOPS

Question 1: What are the changes to the RFP this year? Are there any significant differences since last year?

- *There have been several changes to the application this year. Please check the power point presentation, slides 10 and 11, to see the list of where changes have occurred. Another change is the quarterly and the End-of-the-Year (federal) report forms are not attached in the RFP. Currently, the federal government is revising the survey instrument because it will expire this year. We are also changing the quarterly report so it's more reflective of the grantees' needs, as well as include information related to the new federal survey. Grantees will still be required to provide information relating to these two reporting requirements. The new reporting forms will be sent to new grantees before the grant year begins in October 2002.*

Question 2: Are there different amounts for implementation, new or continuing grant application?

- *No, the \$800,000 is the amount available statewide. The grant has not been divided into new, continuing, or implementation proposals.*

- Question 3:** Is the 15 percent match an addition to the amount requested?
- *Yes. Funds awarded through Access to Visitation Grant Program provide 85 percent of the total costs of your program. The remaining 15 percent must come from other sources, either cash or in-kind from either the court or the non-profit subcontractor agency. For example if you are requesting \$20,000, then the 15 percent match would be \$3,000.*
- Question 4:** How many applications do you anticipate receiving?
- *Each year there has been an increase in the number of applications submitted for funding. Last year we received 23 applications. We anticipate receiving approximately 27 applications this year. Unfortunately, there has not been an increase in funding from the federal government.*
- Question 5:** Can you apply for a planning grant?
- *No, the \$800,000 is the amount available statewide. The grant has not been divided into new, continuing, implementation or planning proposals. The intent of the funds is to go toward direct services. Proposals can be submitted to implement proposed programs are acceptable.*
- Question 6:** Can a single county apply?
- *Yes. A single county can apply. However, the intent from the Legislature is clear that multi-county collaboration is strongly encouraged to maximize the use of the resources because funding is so limited. In the proposal narrative, there is a specific question where applicants can make an argument for why the county/proposed program is not collaborating with other counties. The Selection Review Committee will evaluate this response.*
- Question 7:** If we collaborate with other counties, are there additional funds for this?
- *No, the maximum amount you can request is \$80,000. There are no additional funds for the number of counties involved in the proposal.*
- Question 8:** On pages 5 #3 and B6 #3, are you interchanging the word counties and regions. It appears that way on page B6 3b. If so, and if we are a large county and it is not practical to collaborate with other counties, how can we deal with this item so we are not docked points.
- *These terminologies reflect what is used in the statute; however, they do mean the same thing. Again, there is a specific question in the proposal narrative section where counties can discuss the issue of collaboration with other counties or why they are applying as a single applicant.*
- Question 9:** Question: Does the 12-page limit include the charts?
- *No. The 12-page limitation is for answering the proposal narrative questions only and excludes the charts and budget information.*
- Question 10:** In the RFP it says, "California has the most single -parent households in the US," Where did that number come from, and is it broken down by county?
- *The statistical data related to the number of single-parent households for the state of California is from the U.S. Census Bureau, which is provided to us by the federal Office of Child Support Enforcement. This number is used to determine each states federal allocation of grant funds. Specific county information can be found on the U.S. Census Bureau web site.*

Question 11: Who is on the Selection Review Committee? Is it a new group reviewing the proposals? What is the review process?

- *The Selection Review Committee (SRC) will consist of statewide experts representing professional staff at the Judicial Council, the Administrative Office of the Courts, and the Center for Families, Children & the Courts; members of the council's Family and Juvenile Law Advisory Committee; and members of other Judicial Council r advisory committees. The SRC, established by and acting on behalf of the Family and Juvenile Law Advisory Committee will evaluate and score the proposals and make funding recommendations to the council's Executive and Planning Committee. The council's Executive and Planning Committee makes the final funding decision. The members on the SRC will be a new group of representatives.*

The review process consists of a three-tier system. First, the SRC will evaluate and score the proposals based on the application's response to questions in the proposal narrative sections. The SRC will then rank the proposals. In addition to the above, the SRC will have the additional discretion to consider funding based on other factors as outlined in the RFP application. These are also listed in the power point presentation on slide #9.

Question 12: In question #8, what if we received funding two years ago, do we answer the question as a continuing program or as a new program?

- *You may answer as a continuing or new program or as both. If you have received previous funding, you may want the Selection Review Committee to know this about your program to demonstrate your track record and that there is a new aspect to the program.*

Question 13: What if you are a new program for question # 8, how do we respond to the question?

- *For new programs, you may want to discuss what process or steps has been done which would illustrate some assessment or thoughts were undertaken about the proposed program and would be useful and successful for a model program.*

Question 14: What are court-approved sliding scale fees? What if we don't have a sliding scale fee but have a low fee flat rate?

- *A court approved sliding scale fee is a fee schedule that your county court has approved for the proposed program services. For example, this can be based on client's income, poverty level, or other factors. You can attach this to the application.*

Question 15: Page 7 – Please discuss what do you mean by court to approve sliding fee scale? My concern is that different programs have different operating expenses, some programs are going to receive more low paying clients than others, can the court just set a ceiling and programs can charge what they want as long as it is not higher than ceiling?

- *There is a statutory provision that says if you are providing fees for service under the grant, the fee must be based on a sliding scale fee. Setting what this exact fee structure should be is dependent upon the court's determination. We have seen courts establish fees based on income levels, poverty levels, etc. This is a court-based decision so long as the fee is based on sliding scale and has been approved by the court.*

Question 16: What if you have a flat rate fee instead of a sliding scale fee schedule? Do we need to change this so we have a sliding scale fee?

- *As long as the flat fee rate was based on a sliding scale fee assessment then this is acceptable.*

- Question 17:** Can you use program income used as a match?
- *The 15 percent match requirement can be cash or in-kind. At this point we are not allowing program income to be used as a match for the grant but would prefer a match to be provided in other forms. See answer to question #32 for examples. ****There was an error in the RFP application on page F3 (Program Income Projected), last sentence. This sentence should have been deleted from the application. Again, we would like to reiterate that project income CANNOT be used for the match under the grant.***
- Question 18:** Can you define Program Evaluation Plan? Is it something that each court has to do?
- *In last t year's applications, programs laid out an evaluation plan on how they would evaluate the effectiveness of the proposed program. Now, we are requesting for you to tell us how and what you have done or discovered about how the program has been working. For continuation programs, there should be some evidence of the quality of the services provided while for r new proposals, tell us what evidence or documentation do you have that the proposed program will be successful?*
- Question 19:** Appendix C: On number D, it asks if professional and therapeutic providers are given regular trainings. One or two of my subcontractors provide regular in-house trainings so should I just attach the training curricula for those agencies who have the training.
- *Yes, but also indicate that other subcontractors don't have any training by writing, "No training."*
- Question 20:** In Appendix C (Compliance Statement section), number N, do you want a narrative on this and where or should the word, "How" be replaced with "Do"?
- *You are correct. It should read: Do you ensure that your program is culturally and linguistically sensitive to the clients you serve and not how. Is would great if you provided this information.*
- Question 21:** For Appendix C, we will have more than one program, we have some standardized forms but for example each program may have a different "job description," etc. Do you want this information from each program?
- *Each agency or program must complete and provide all attachments as requested in Appendix C. However, if your program has developed standardized forms that all agencies are using, clearly indicate this in this response to the question. If this is not clearly indicated as standardized forms, then the SRC will assume certain forms/attachments are missing for your agencies, which is an evaluation of the programs adherence to compliance.*
- Question 22:** In the Program Work plan (Appendix D), should the budget category and cost column include the 15 percent match?
- *No. You need to only indicate the cost amount associated with the activities without showing the 15 percent match. The total in the cost amounts column should equal to the budget request amount.*
- Question 23:** To clarify, in the Program Work plan (Appendix D), the figures in the *Total Grant Request (including AOC funds and any matching funds)* line and the costs in the *Budget Category and Cost* should not be the same?
- *Correct. We understand that the Total Grant Request line will have a bigger number since it will include the 15 percent matching fund.*

- Question 24:** In the Program Work plan (Appendix D), should the *Scheduled Date of Completion* have the date end of each quarter?
- *This column should reflect the specific dates of program activities during the quarter, and not necessarily only the end of the quarter activities.*
- Question 25:** What if we never had a program before and never filled out a program work plan before? What should we do?
- *For new programs, you should use the Program Work plan as a projection of what your proposed program activities will be (i.e. what are you planning on doing?). Indicate what is the task to be accomplished and who will be doing it?*
- Question 26:** Were these Certification and Assurance Forms included in the email or on the website?
- *The Certification and Assurance forms were sent as a separate attachment in the email. This is the reason why we followed-up with a hard-copy mailing. On the CFCC website, the Certification and Assurance Forms are separate documents that can be downloaded.*
- Question 27:** Do you want a separate form signed by each subcontractor and the court or one form the signatures from all parties?
- *Because these forms are federal requirements, each non-profit service providers need to provide separate certification and assurance forms*
- Question 28:** We are not contracting with our non-profit agencies but will be entering into an MOU. Do they still have to provide a signed certification and assurances form?
- *Yes, as long as the non-profit is receiving funds from the Access and Visitation Grant, they need to provide signed certification and assurances forms.*
- Question 29:** For Appendix H, does only the first four items need to be attached application and the court keeps the rest of the information? We don't need to include this?
- *Yes, the nonprofit agencies must submit the federal employer ID; contact information, proof of nonprofit status, and a one-paragraph description of the mission of the agency.*

Budget Questions

- Question 30:** Does the budget narrative included in the 12 page narrative limitation?
- *No, the budget narrative and forms do not have a page limitation.*
- Question 31:** What is the difference between forms on page F4 (Applicant court budget Form) and F6 (Subcontractor Budget Form)?
- *On page F4, the court should fill out the Application Court Budget Form. This is a summary of the break down of the budget request and how much funds each subcontractor will receive.*

The Subcontractor Budget Form on page F5 is to be completed by the subcontractor and indicate how the grant funds will be spent in the different budget item categories. This total should equal to the amount in F4 under the Consultant/contract budget line item 1.

The 2nd page of Subcontractor Budget Form (page F6), should be completed by the subcontractor as well and indicate what are the revenue sources for the project and organization.

Question 32: What is the difference between indirect cost versus matching cost?

- *Indirect costs are costs associated with administering the program that is not readily assignable to cost category. These costs are not to exceed 10 percent of direct salaries. Indirect costs are not a requirement of the grant. Match funds of 15 percent are required to be provided by the grant applicant.*

Indirect Cost: In a multi-program organization, all costs can be divided into two different types: direct and indirect. Direct costs are those, which are clearly and easily attributable to a specific program. Indirect costs are costs which are not easily identifiable with a specific program, but which are, nonetheless, necessary to the operation of the program. These costs are shared among programs and, in some cases, among functions (program, management and general, and fundraising). Example of indirect, or shared, costs may include rent, telephone, postage, printing and other expenses which benefit all programs and functions of an organization.

Match: There is a 15 percent match required for this grant application. Funds awarded through Access to Visitation Grant Program will provide 85 percent of the total costs of your program. The remaining 15 percent must be from other sources, either cash or in-kind either from the court or the non-profit subcontractor agency. Examples of the match can be other sources of funding, grants from United Way and other foundations or volunteer or staff time.

Question 33: Question: Do we need to a figure in the indirect cost category?

- *There is no obligation to put any figure in the indirect cost category.*

Question 34: On the subcontractor budget form, in the column “organization budget” what numbers go there? The subcontracting agency's entire annual budget or the total budget for the program provided to us through the grant?

- *Yes, the “organization budget” column should have the entire annual budget from the organization/subcontracting agency.*

Question 35: Must the subcontracting agency be a non-profit?

- *Yes, the subcontractor must be a nonprofit agency.*

Question 36: Can rent be used as a match?

- *Yes. Possible other examples of a match include staff benefits, phone, photocopying, court staff time, etc. The 15 percent match requirement can come from either the court or subcontractor.*

Question 37: Question: Can the training expenses be used for non-AOC trainings? i.e.- has someone come out to training monitors on various issues?

- *No. The Access to Visitation grant funds can only be used for trainings specifically sponsored by the Administrative Office of the Courts’ Center for Families, Children & the Courts*